RARE BOOK AND MANUSCRIPT LIBRARY

1979-1980

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department----------Rudolph Ellenbogen

Manuscript Department---------Bernard R. Crystal

Bakhmeteff Archive------------Stephen Corrsin

Columbiana Library------------Paul R. Palmer

Introduction

The Rare Book and Manuscript Library has completed its fiftieth year, having been founded with Trustee approval on July 1, 1930. At the time of its founding the new department was envisioned as providing the library system with the means of preserving and making available to students and scholars under appropriate safeguards the library's increasing store of valuable and rare research materials. By thus forming a special department Columbia was at the forefront among American universities in recognizing these needs and in preparing for the future increase in specialized research resources necessitated by the development and growth in graduate education.

The half century since the Library's founding has seen a remarkable development in its resources, which now stand at nearly a half-million books and eleven million manuscripts. While this growth has provided students and scholars with the original resources necessary for their researches, it has also caused problems to develop relating to bibliographic control, space, environment, preservation and funding, the solutions for all of which have not yet been found. During the next several decades these problems must be addressed more intensively in the context of the library system as a whole if the research potential of these vast resources are to remain of value and use to scholarship.

The various programs of the Library have continued to develop in depth and scope during 1979/1980. The Title II-C grant from the Department of Education allowed us to begin preservation work on the Engel Collection of posters. While this grant is not to be continued in the immediate future at least we have been able to restore the most important works by the leading poster artists.

The processing and cataloging being done in the Bakhmeteff Archive has continued at a gratifying level. At the end of the year we received word that a grant from the National Endowment in the Humanities has been awarded to fund the completion of this work, thus bringing under bibliographic control for the first time the approximately 850 collections that comprise this valuable resource for the study of twentieth century Russian and Soviet history.

After fund-raising efforts spanning fourteen years, the Friends Endowed Fund reached the goal of $100,000 during the winter. The income from this Fund, designated for the purchase of important editions and manuscripts, has enabled the Library to acquire a number of significant research collections, six of which were featured in the Low Library Rotunda exhibition, "The Friends Half-Dozen." With the support of the Council of the Friends, it is planned that the principal of the endowment will be increased on an annual basis so that the income produced will ultimately be sufficient to assist the library system as a whole in supporting a variety of purchase projects.

Despite the above positive developments, it is necessary to call attention to the dramatic decrease in the number of monographs cataloged, less than one-third the number cataloged in the previous year. Important manuscript collections also remain unprocessed and uncataloged because of insufficient staff. These serious bibliographic problems, which are discussed more fully elsewhere in this report, have not yet been solved and remain obstacles in achieving our goal of full service to scholarship.

I. Summary of the Year's Work

Collection Development and Maintenance

Gifts. The impact of gifts on collection development has been significant during the year. Gifts received have included: the Franklin Kissner Collection of Foulis press imprints; the papers of Paul Lazarsfeld, Lou Little, Eugene Nickerson, James L. Clifford and Community Service Society; the Thomas Rowlandson drawings presented by Louis E. Kates; the John Dewey letters presented by Corliss Lamont; the Mayor's Court Ledger presented by Mrs. Katherine Van Cortlandt Wilberding; the Eleanor Robson Belmont bequest; the Aaron Berg bequest; and the Benjamin Disraeli Collection donated by William B. Liebmann. The total appraised and estimated value of all gifts -- comprising 4,582 volumes, 490,933 manuscript items and 46 drawings and prints -- received during 1979/1980 in 196 separate donations is $469,559. Of this total, Friends' gifts accounted for $199,391. These donations and all other major acquisitions received during the year have been recorded in "Our Growing Collections" in each issue of Columbia Library Columns.

Purchases. Prices for individual printed and manuscript rarities continued to rise during 1979/1980. The larger number of items acquired compared to previous years -- 111 rare editions, 16 individual manuscripts and 9 collections of papers -- was possible because of additional funds realized from the sales of duplicates. The 211 duplicate volumes sold during the years fetched $32,762.

Exhibitions. The major exhibition of the year, "The Friends Half-Dozen," was opened at a reception in the Low Memorial Library Rotunda on February 7, and remained on view until February 29. Six collections acquired on the Friends Endowedd Fund were featured, including those of Max Beerbohm, Edmund Blunden, H. Rider Haggard, Louis MacNeice, Evelyn Waugh and Tennessee Williams. The annual program of public exhibitions on the third floor of Butler Library, prepared and installed by Alice Schreyer, Reference Librarian/Bibliographer in the Rare Book Reading Room, has included the following exhibitions:

Turn-of-the-Century American Posters. July 10 - Sept. 25, 1979.
Rarities for Research: Gifts 1979. Sept. 28 - Dec. 10, 1979.
McLoughlins for Children. Dec. 14, 1979 - Feb. 29, 1980.
Aaron W. Berg Bequest. March 3 - June 30, 1980.

Books, manuscripts and art works have been lent to the following institutions for major exhibitions: Delaware Art Museum; Grolier Club; New York State University at Binghamton Art Gallery; New Jersey State Museum; National Portrait Gallery at the Smithsonian Institution; and Supreme Court of the United States, Washington, D.C.

Administration

The operations of the Bakhmeteff Archive, completing its second year under the administration of the Rare Book and Manuscript Library, have been more fully integrated into the department in its acquisitions program, reference and access services, and bibliographic control. More than one-third

of the collections have been processed and described, and the recent award of a $158,085 grant from the National Endowment in the Humanities, covering a period of thirty months, will ensure the completion of the processing and description of all the collections in the Archive, and the preparation of a manuscript guide for publication. The grant enables us to add to the staff a project archivist and a full-time bibliographic assistant, and as the new year begins we have begun the recruiting activity and look forward to completing the staffing by September.

Staffing and Training

The professional staff of the Rare Book and Manuscript Library has remained stable during the year. As manuscript acquisitions increase and demands by faculty and students become more intensified, the lack of sufficient professional archival assistance to keep pace with these demands has become increasingly more apparent. If we are to maintain present standards it will be necessary to add another position to assist in the processing and cataloging of manuscript collections recently acquired, such as the papers of William Russell Grace, President William J. McGill, Rose N. Franzblau and Community Service Society, all of them large and important research collections.

Physical Environment

The renovation of Butler Library is a priority among the University's long-range plans for improving the Morningside Heights campus and a part of these plans include new and renovated quarters for the Rare Book and Manuscript Library. The Librarian for Rare Books and Manuscripts drafted a plan for redesigning portions of the 6th through the 9th floors of Butler Library, and this plan was submitted to the University Librarian on April 28, and forwarded by her on June 6 to Michael I. Sovern, Chairman, Capital Budget Committee, and Norman N. Mintz, Chairman, Space Policy Committee, along with a covering memorandum supporting the renovation proposal. Approximately $500,000 is already in hand or has been pledged for the project. The successful completion of these plans will resolve the Rare Book and Manuscript Library's long-standing need for public space, i.e., reading rooms for rare books and manuscripts, reference room, exhibition room, seminar room, donors room and staff offices.

II. Future Prospects

The problems facing the Rare Book and Manuscript Library center on several critical areas: cataloging arrearages; unprocessed and uncataloged manuscript collections; and inadequate quarters for all areas of the Library. These have been underscored in the past and some attempts have been made at alleviating them, but it is apparent that major efforts must be made in all three areas if they are to be fully remedied.

Efforts to redesign and renovate the portions of the 6th through the 9th floors to provide adequate public room for the Library have already been described in this report under "Physical Environment." Now that the process has begun, and financing obrained for the major part of the project, these efforts will continue and intensify during the next several years.

The need to catalog the rare book arrearages becomes more critical each year as we acquire additional research materials. Because of gifts and purchases this year (and the dramatic decrease in the number of volumes cataloged) the arrearages have grown to 57,157, which is now 15 per cent of our total holdings of printed materials. The fact that these important materials are unrecorded in the main public catalog inhibits full scholarly utilization of these important, and in many cases unique, research texts. The same need applies to the manuscript department, where several hundred thousand pieces of manuscript materials await identification, processing and cataloging. We hope that we may be able to find a way to fund another professional position that could have specific responsibilities in one or more of several areas of need, i.e., Columbia-related collections of manuscripts such as those of faculty members and those relating to University research.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control. The rare book holdings have been increased this year by 5,057 volumes through purchase and gift (including those from Gifts and Exchange and those purchased with non-departmental funds). Our arrearages, after deducting 1, 571 volumes cataloged, 84 volumes added as second copies, 211 duplicates, 2,712 volumes sent to other departments, and 234 copies put into collections "not to be cataloged" stands at 57,157. This is an increase of 365 over the past year. (It should be noted that the figure for arrearages has been recalculated during the past year and revised upward by 8,202 volumes.) The total number of books in collections "not to be cataloged" is now 26,342. Thus the total number of uncataloged books in the Rare Book Department is 83,499 volumes. (The term "not to be cataloged" designates those books with the very lowest cataloging priority, which, when the current arrearates are cataloged, will be reconsidered.)

On July 30, 1979, Linda Kruger assumed the position in OMC as Rare Book Cataloger, a position that had been vacant from March, 1979. The position of Bibliographic Assistant in Cataloging with Copy, which supports the Rare Book Cataloger, vacant from April, 1979, was filled in September. Unfortunately, the Bibliographic Assistant became ill in mid-November and did not return to work until mid-May 1980. On March 31, 1980 a BA/GA position was temporarily hired to attempt to recover some of the ground lost because of illness of the Bibliographic Assistant. In reviewing the past year's cataloging activities, one must note that the period from August through last October was occupied by the training of Mrs. Kruger in Columbia cataloging routines. The next several months were spent mainly on catalog editing problems, other old cataloging problems and on cataloging some early and rare materials. In February, after a period of eleven months, the first truck of books was sent down to cataloging for her attention. Normal cataloging routines, however, could not begin until trained bibliographic assistants were working. While the Bibliographic Assistant was not available to do searching, a concerted effort was made to clear up problem books that had accumulated in the cage in OMC. Once, however, the GA/BA was hired, the Rare Book Cataloger had to turn her attentions to training, revising and attending to the overflow produced by the GA/BA and BA. Unfortunately, the cataloger was not able to keep up with the overflow, and a backlog of searched materials developed. This is the second year that a searched backlog, kept in the Rare Book department, has developed from the overflow of the BAs. It is hoped that once the cataloger no longer needs to revise the BA and GA/BA this situation will not continue. However, we continue to be concerned, as we have in past years, that a pattern will develop in which the Rare Book Cataloger does not have adequate time to spend on the earliest and most valuable books while spending her entire time keeping up with the overflow from Bibliographic Assistants. We recognize that both last year and this year have had unusual staff problems. The severity of the staff problem of the past year is reflected in the table which follows.

BOOKS CATALOGED*

	Monographs	Serials	Total
1978-79	3,829	141	3,970
1979-80	1,127	444	1,571
	- 2,702	/ 303	- 2,399

*Does not include Columbiana and Papyrus and Epigraphy.

Preservation and Binding: The Columbia University bindery has made a substantial increase in its work for the department during the past year as exhibited in the table below. It is hoped that the production of board portfolios will continue at least at the present rate and that the number of special repairs will increase. The preservation of rare materials has diminished in numbers for the past four years, and it is hoped that funds can be found for the preservation needs of the department in order to keep up with the ever increasing costs of binding and restoration.

Restoration work on some of the posters in the Engel collection began this year under a one-year Title II-C grant from the U.S. Department of Education. So far, work has been completed on 200 posters. The work includes deacidification, cleaning, mounting on Japanese tissue, restoration and photographing. Approximately 1,000 posters will be treated in the project.

The decline in the number of gaylords used reflects the decline in the number of books cataloged and the increase in the number of items for which board portfolios have been made. The decline in the number of books lactated can be attributed to the lack of staff.

The temperature in the Rare Book Reading Room ranged from 60°F to 80° F during the year; temperatures fluctuated as much as 9° F in twenty-four hours. Both of these fugures far exceed the temperatures that Buildings and Grounds has promised to maintain. It should be added that the past year showed an improvement over previous years in temperature control, although much more monitoring is required by B & G in order to reach a satisfactory level of operation to ensure preservation of materials under optimal conditions.

Preservation and Binding

	1978-79	1979-80
Commercial Binding		
Rare Materials	134	93
Other Materials	32	79
Columbia University Bindery		
Special Repairs	0	56
Special Board Portfolios	55	160
Regular Portfolios	0	265
Pambinding	3	17
Rare Book Provessing		
Gaylords	1,546	702
Lactating and Oiling	88	0

Reference and Circulation: During the past year there were 3,480 reader visits and 12,191 books and 928 manuscripts circulated. The number of reader visits declined by 222 but the number of volumes circulated increased by 3,878. The increase in circulation per reader may be accounted for in part by the more than 400 titles requested for microfilming by Research Publications for their History of Photography Microfilm Collection. The total circulation to Research Publications approached 1,000 volumes due to the large number of volumes that had to be refilmed. This concentrated use of the collection put a severe strain on the department's ability to page and reshelve materials. The department continued its lecture program to Engiish Department graduate students, School of Library Service students, and History Department seminars.

Manuscript Department

Bernard R. Crystal

Reference and Circulation Services. Use of manuscripts by researchers continues at the same rate as in past years. 1,450,348 manuscript items (excluding the Bakhmeteff Archive) were circulated in the Manuscript Reading Room as compared to 1,408,687 items in 1978/1979. Unlike recent years, however, use of the Reading Room was not evenly distributed throughout the year. Peak periods occurred in July and August when over 200,000 and 188,000 items, respectively, were used. Also the Reading Room was filled to capacity every day during the first two weeks of January. Use for the rest of the year as measured in terms of circulation averaged about 90,000 items per month. The use of oral history memoirs showed a significant increase this year. In the month of December nearly 1,700 volumes were used. The normal monthly use ranges between 150 to 300 volumes. The total number of memoirs circulated this year increased by almost 1,000 volumes, from last year's 3,205 to this year's 4,163. Total reader visits, including the Bakhmeteff Archive, remain virtually the same: 1,750 visits for this year compared with 1,712 visits last year.

Definite trends in research were noted during the past year with history, as expected, the leading subject area pursued, followed closely by economics, sociology and social work. The significant individual in history continues to be researched both by individual scholars and by the various publication projects. Literary studies, of course, continue to figure among researchers' topics, with Allen Ginsberg and his associates in the beat generation topping the list. The history of science and scientists have shown a rapid increase in use, ranging from studies of individual Columbia scientists to studies of the origins of medical education on the east coast, including Columbia's College of Physicians and Surgeons. The history of psychiatry also is in vogue with five scholars using the Otto Rank Papers simultaneously in August. Columbia's notable theatre resources are also mined regularly, particularly the papers of the architect and interior and set designer, Joseph Urban.

The number of photocopies made for over-the-counter and mail requests increased from 21,459 in 1978/1979, to 26,166 this year. Because of frequent breakdowns of the Savin copier and the unsatisfactory performance of a support staff member there were delays in servicing customers, as the staff member failed to pass probation leaving the position vacant for two months. During this period the Department's staff took turns operating the machine, keeping delays to customers at a minimum.

Bibliographical Control. The unsatisfactory performance of a support staff member and the subsequent vacancy in the CAII position mentioned above is reflected in the decline of the total number of manuscript items processed (excluding the Bakhmeteff Archive) from 965,760 items in 1978/1979 to 654,000 items this year. The total number of separate and distinct manuscript collections now stands at 926, an increase of 30 collections. The number of collections added each year tends to be a stable figure, ranging from 25 to 30 collections. The total number of manuscripts added by gift, purchase and transfer was 519,464 items increasing our total holdings(excluding the Bakhmeteff Archive) from 9,807,116 to 10,326,580 items. Cataloging of individual letters,

manuscripts and documents(excluding the Bakhmeteff Archive) increased from last year's 7,394 to this year's 9,321 items, indicating the richness of autographs found in our new as well as existing collections.

To accommodate the ever increasing number of collections and additions to existing collections received each year, we shifted and expanded collections beginning with the letters A and B on stack 14. Also all the oversized containers were shifted to stack 15, In the coming year we hope to further alleviate the shortage of space on stack 14, by removing additional oversized items shelved at the end of regular sized collections and transfer them into empty map case drawers freed by the transfer of the Rare Book Department's poster collection to new map cases installed on stack 15 last year. The Joseph Urban model stage sets that were stored in large cartons and bundles on stack 15 for many years were sorted, arranged, labeled and moved to a more spacious area of the stack where they will be more accessible. Since most of these models are collapsed it would be appropriate to seek a grant to renovate them as well as reprocess and restore the Urban sketches, drawings, blueprints and photographs. As noted in the first part of this report the Urban papers have been heavily used in the past year and there is every indication that they will continue to be used by scholars and theater designers. Another move to stack 15 began in May when Columbiana was notified that it would have to vacate the stack room in 209 Low Library. Working with Paul Palmer, the Assistant Librarian for Manuscripts, agreed to move all remaining University administrative and departmental archives housed in the Columbiana stacks to stack 15 of Butler Library. We believe that the University must establish a separate University Archives as recommended in the Booze, Hamilton and Allen report, and institute an archive and record management program to bring under bibliographical control the records produced at an institution of Columbia's size and importance.

Staff. Considering the staffing problem referred to above, the professional and support staff of the Manuscript Department has acted harmoniously and ably in having to suddenly adjust their work routines to cover duties normally carried out by the CA II position. The level and quality of reference,paging and photocopying services provided to our demanding clientel was maintained at all costs to the detriment of processing activities, and rightly so. We are first and foremost a service unit and intend to pursue excellence of service at all times.

The Bakhmeteff Archive

Stephen Corrsin

Bibliographic Control. In 1979-80 the organization and description of the holdings of the Archive continued as the main task of the curator. Collections with names from I through R were selectively processed, with a total of approximately 147,303 manuscript and other items; of these items 5,340 received full cataloging. Among the major collections that were organized in the past year were the papers of historian and sociologist Maksim Kovalevskii (1851-1916); populist Petr Lavrov (1823-1900); historian and liberal leader Pavel Miliukov (1859-1943); and writer Aleksei Remizov (1877-1957). The curator was aided by the Archive's general assistants--John Winslow (Jan. - Nov. 1979), Karol Klauder (June-Aug. 1979), Michael Naydan (from Sept. 1979), and Jane Nicklin (from Dec. 1979).

The Archive's biggest news of the year was the awarding of an $158,085 NEH grant to complete the organization and description of the Archive's collections and the preparation of a comprehensive repository guide. The proposal, prepared by the curator with the advice of Kenneth Lohf, Librarian for Rare Books and Manuscripts, will enable the library to hire for two and a half years a project archivist and a bibliographic assistant; the project will begin on or about September 1, 1980. While much will remain to be done after the completion of the grant period, the most ardous part of the task will have been completed.

Acquisitions. Approximately 11,500 items, including manuscript materials, photographs, and printed works, were added to the Archive's holdings by gift or bequest. A major new collection is the papers of Manfred Kridl (1882-1957), Polish literary historian and Mickiewicz Professor of Polish Studies at Columbia (gift of his daughter, Elizabeth K. Valkenier). Transferred from the International Affairs Library were photographs and manuscripts of the Hungarian Reference Library of the Library of Congress.

Additions to the existing collections included: manuscripts of Pavel Miliukov and files relating to his estate (gift of Alexander Elkin); letters of writer Ekaterina Kuskova-Prokopovich (1869-1958; gift of Alexander Elkin); manuscripts and photographs of Jacob Hoptner (1911-1974), scholar of Yugoslav history (gift of his widow); case files of lawyer Alexis Goldenweiser (1890-1979); papers of doctor and revolutionary Il'ia Kovarskii (1880-1962); gift of his daughter, Vera Kovarsky); documents of Maksim Kovalevskii (gift of his nephew, Maxim Kovalevsky, via Beatrice Stillman); documents, photographs, and related materials of Evgenii Polushkin (1880-1964), who taught engineering at Columbia in the 1920s (gift of Helen Wilga).

Reference and Circulation Services. In 1979-80, 42 readers used the Archive, consulting approximately 91,066 items. Comparative figures for July 1979-June 1980 were 30 readers and about 41,000 items. This increase was a result

of the fact that the Archive's collections are being made increasingly accessible. Readers came from England, Canada, France, West Germany, Denmark, Hungary, Switzerland, East Germany, and Yugoslavia as well as the United States; they included chiefly professors and graduate students, plus individuals from the Library of Congress, the U.S. Department of Justice, and the State Archives of Yugoslavia. Collections consulted by several readers included the papers of Grigorii Aleksinskii, Maksim Kovalevskii, Charles Crane, and Jaromir Smutny.

The curator prepared a brief description of the Archive which was published in the Winter 1979 issue of Columbia Librarian. In February 1980 he gave an overview of the Archive's holdings in a lecture at the Russian Institute. He also gave a talk at a seminar on Russian manuscripts given by the 1980 Russian Practicum.

Recent publications based on the Archive's holdings include: Manfred Hildermeier, Die Sozialrevolutionäre Partei Russlands (1978); Chloe Obolensky, The Russian Empire, 1855-1914: A Portrait in Photographs (1979); and Leonore Scheffler, "Zamjatins Konzeption vom zeitkritischen Schriftseller," Zeitschrift für slavische Philologie (1978).

Professor Marc Raeff, head of the Archive's Administrative Committee, has been instrumental in the Archive's acquisition of particularly the Miliukov, Kuskova-Prokopovich, and Polushkin additions, and has also advised the curator on the credentials of scholars visiting the Archive.

Columbiana Library

Paul R. Palmer

During most of 1979/80 the Columbiana Librarian continued to divide his time between processing the College Papers and Brander Matthews Dramatic materials in the mornings in Butler Library, while spending his afternoons, 1 to 5 p.m., in the Columbiana Library in Low Library. The Librarian has continued to give lectures and tours daily to Columbia students and visitors from nearly every state in the country, as well as to individuals and groups from many foreign countries. Several groups of Russian athletes and Soviet officials visited Columbiana at the time of the Winter Olympics in Lake Placid, and, on one occasion Soviet officials with the Olympic delegation presented the Librarian with two Russian medals, enameled on gold. Other visitors during the year included Raul Julia, a leading actor of Off-Broadway and Broadway productions, and Theodore Woolsey Johnson, Jr. and his grandaughter, direct descendants of Samuel Johnson and William Samuel Johnson, the College's first and third presidents. Most people come to Columbiana, however, to do serious research on Columbia alumni, scholars, and history for research papers, articles, and books. On the evening of February 21, 1980, the Librarian kept Columbiana and the King's College Room open until 10:00 p.m. at the special request of Professor Henrik H. Bendixen for a reception and dinner given by the Anesthesiology Department of the Medical School.

Collection development and maintenance: During the year, the Librarian added 43,600 clippings and pamphlets to the verticle files, and 1,620 photographs and prints, many from the files of the late Professor Dwight Miner. 767 books and 137 serials were also added. Many fine books, medals, and other momentos were added, some as gifts of outgoing President McGill and some as gifts of the new President, Michael I. Sovern.

Reference and Circulation Services: 1,724 readers visited the Columbiana Library in 1979/80, compared with 1,697 in 1978/79. This is the number of registered visitors, and does not include faculty members, administrative officers or university personnel who are not required to register to use the collection, nor does the figure include visitors who drop in to ask routine questions or who wish merely to look at the exhibitions on view. 1,761 reference questions were answered by the librarian, and 257 reference letters were written. These figures do not include the assistance given to such departments of the University as the offices of the President and Vice Presidents; the University Secretary's; or to reference librarians, deans' offices, the Office of Art Properties, the Alumni Office, and the Office of Public Information, all of whom make frequent inquiries and request data regarding the University and persons associated with it. The Librarian also gave substantial assistance to the editors and writers of campus publications such as Columbia, Columbia College Today, Spectator, The Columbian, etc., supplying them with both information and photographs and other graphic material. A number of departments at the University are celebrating anniversaries, and they requested help in finding facts and visual materials about their respective histories. The Librarian also provided material for the Theatre Arts Department's revival this spring of

FLY WITH ME, the Rogers and Hart musical, their first production as students at Columbia in 1921, which was held in Macmillan Theatre.

The Librarian assisted and advised a number of departments with the selection and loan of materials, printed and graphic, for use for various projects and displays. One of the most extensive projects, was the summer 1979 exhibition in Low Rotunda of Columbia Memorabilia (from 1754 to 1979), including rare books, early ceramics with King's College and Columbia motifs, and many other rare items of Columbiana memorabilia.

Library Operations and Administration: During the past year two extensive moves were made in the collection. In the summer of 1979, Columbiana, moved its storage collection from room 3-A in the basement of Low Library to a large storeroom, also in the basement of Low, next to the Rowing Tank Room of Columbia's crew. This involved sorting and arranging to adapt our material to the new shelving and cabinets. A similar, but more extensive move has been made during the spring and is continuing into the summer, due to the reassignment of the vault in Room 209 Low to the Administration. This has involved a complete reshelving, weeding and reordering of the entire collection. New shelving and new space has been allotted to the Collection on the north gallery of the fourth floor of Low, and the entire collection is being shifted, rearranged, sorted and put in order. The curator has had assistance from Messrs. Lohf, Crystal, and Ellenbogen in finishing this enormous task in the allottedtime schedule. During the year, the Librarian has remained on the Executive Board of the Theatre Arts Library Association, finishing up his second elected term to the Board, which usually meets monthly at Lincoln Center for the Performing Arts, the Shubert Archives, Harvard University, etc. The Ad Hoc Faculty Committees' readings for Faculty tenure appointments continue to be held on reserve in Columbiana. The Librarian has also begun to revise the entire catalog and shelf list to remove the errors which have accumulated over the years, and approximately one quarter of the catalog has been reviewed.

Future Projects. The Librarian will continue to refine the arrangements of the entire collection in the new locations. Additional space is to be allotted to Columbiana on the fourth floor east gallery during the next year, and it will require additional time and effort to continue to house the collection in a neat, logical order on these new shelves in new locations. The Librarian intends to continue his work correcting and revising the catalog and shelf list of the collection. A new exhibit case has been placed in the reading room, and the Librarian plans to put up frequent small exhibitions in this case during the coming year to replace exhibition space lost during the recent move. He is also helping the Curator of Art properties plan a Rotunda exhibition for the fall in honor of the installion of Michael I. Sovern as President of the University.

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Gifts. The impact of gifts on collection development has been significant during the year, Gifts received have included: the Franklin Kissner Collection of Foulis press imprints; the papers of Paul Lazarsfeld, Lou Little, Eugene Nickerson, James L. Clifford and Community Service Society; the Thomas Rowlandson drawings presented by Louis E. Kates; the John Dewey letters presented by Corliss Lamont; the Mayor's Court Ledger presented by Mrs. Katherine Van Cortlandt Wilberding; the Eleanor Robson Belmont bequest; the Aaron Berg bequest; and the Benjamin Disraeli Collection donated by William B. Liebmann. The total appraised and estimated value of all gifts -- comprising 4,582 volumes, 490,933 manuscript items and 46 drawings and prints -- received during 1979/1980 in 196 separate donations is $469,559. Of this total, Friends' gifts accounted for $199,391. These donations and all other major acquisitions received during the year have been recorded in "Our Growing Collections" in each issue of Columbia Library Columns.

Purchases. Prices for individual printed and manuscript rarities continued to rise during 1979/1980. The larger number of items acquired compared to previous years -- 111 rare editions, 16 individual manuscripts and 9 collections of papers -- was possible because of additional funds realized from the sales of duplicates. The 211 duplicate volumes sold during the years fetched $32,762.

Exhibitions. The major exhibition of the year, "The Friends Half-Dozen," was opened at a reception in the Low Memorial Library Rotunda on February 7, and remained on view until February 29. Six collections acquired on the Friends Endowed Fund were featured, including those of Max Beerbohm, Edmund Blunden, H. Rider Haggard, Louis MacNeice, Evelyn Waugh and Tennessee Williams. The annual program of public exhibitions on the third floor of Butler Library, prepared and installed by Alice Schreyer, Reference Librarian/Bibliographer in the Rare Book Reading Room, has included the following exhibitions:

Turn-of-the-Century American Posters. July 10 - Sept. 25, 1979.
Rarities for Research: Gifts 1979. Sept. 28 - Dec. 10, 1979.
McLoughlins for Children. Dec. 14, 1979 - Feb. 29, 1980.
Aaron W. Berg Bequest. March 3 - June 30, 1980.

Books, manuscripts and art works have been lent to the following institutions for major exhibitions: Delaware Art Museum; Grolier Club; New York State University at Binghamton Art Gallery; New Jersey State Museum; National Portrait Gallery at the Smithsonian Institution; and Supreme Court of the United States, Washington, D.C.

Administration

The operations of the Bakhmeteff Archive, completing its second year under the administration of the Rare Book and Manuscript Library, have been more fully integrated into the department in its acquisitions program, reference and access services, and bibliographic control. More than one-third

of the collections have been processed and described, and the recent award of a $158,085 grant from the National Endowment in the Humanities, covering a period of thirty months, will ensure the completion of the processing and description of all the collections in the Archive, and the preparation of a manuscript guide for publication. The grant enables us to add to the staff a project archivist and a full-time bibliographic assistant, and as the new year begins we have begun the recruiting activity and look forward to completing the staffing by September.

Staffing and Training

The professional staff of the Rare Book and Manuscript Library has remained stable during the year. As manuscript acquisitions increase and demands by faculty and students become more intensified, the lack of sufficient professional archival assistance to keep pace with these demands has become increasingly more apparent. If we are to maintain present standards it will be necessary to add another position to assist in the processing and cataloging of manuscript collections recently acquired, such as the papers of William Russell Grace, President William J. McGill, Rose N. Franzblau and Community Service Society, all of them large and important research collections.

Physical Environment

The renovation of Butler Library is a priority among the University's long-range plans for improving the Morningside Heights campus and a part of these plans include new and renovated quarters for the Rare Book and Manuscript Library. The Librarian for Rare Books and Manuscripts drafted a plan for redesigning portions of the 6th through the 9th floors of Butler Library, and this plan was submitted to the University Librarian on April 28, and forwarded by her on June 6 to Michael I. Sovern, Chairman, Capital Budget Committee, and Norman N. Mintz, Chairman, Space Policy Committee, along with a covering memorandum supporting the renovation proposal. Approximately $500,000 is already in hand or has been pledged for the project. The successful completion of these plans will resolve the Rare Book and Manuscript Library's long-standing need for public space, i.e., reading rooms for rare books and manuscripts, reference room, exhibition room, seminar room, donors room and staff offices.

II. Future Prospects

The problems facing the Rare Book and Manuscript Library center on several critical areas: cataloging arrearages; unprocessed and uncataloged manuscript collections; and inadequate quarters for all areas of the Library. These have been underscored in the past and some attempts have been made at alleviating them, but it is apparent that major efforts must be made in all three areas if they are to be fully remedied.

Efforts to redesign and renovate the portions of the 6th through the 9th floors to provide adequate public room for the Library have already been described in this report under "Physical Environment." Now that the process has begun, and financing obtained for the major part of the project, these efforts will continue and intensify during the next several years.

The need to catalog the rare book arrearages becomes more critical each year as we acquire additional research materials. Because of gifts and purchases this year (and the dramatic decrease in the number of volumes cataloged) the arrearages have grown to 57,157, which is now 15 per cent of our total holdings of printed materials. The fact that these important materials are unrecorded in the main public catalog inhibits full scholarly utilization of these important, and in many cases unique, research texts. The same need applies to the manuscript department, where several hundred thousand pieces of manuscript materials await identification, processing and cataloging. We hope that we may be able to find a way to fund another professional position that could have specific responsibilities in one or more of several areas of need, i.e., Columbia-related collections of manuscripts such as those of faculty members and those relating to University research.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control. The rare book holdings have been increased this year by 5,057 volumes through purchase and gift (including those from Gifts and Exchange and those purchased with non-departmental funds). Our arrearages, after deducting 1, 571 volumes cataloged, 84 volumes added as second copies, 211 duplicates, 2,712 volumes sent to other departments, and 234 copies put into collections "not to be cataloged" stands at 57,157. This is an increase of 365 over the past year. (It should be noted that the figure for arrearages has been recalculated during the past year and revised upward by 8,202 volumes.) The total number of books in collections "not to be cataloged" is now 26,342. Thus the total number of uncataloged books in the Rare Book Department is 83,499 volumes. (The term "not to be cataloged" designates those books with the very lowest cataloging priority, which, when the current arrearates are cataloged, will be reconsidered.)

On July 30, 1979, Linda Kruger assumed the position in OMC as Rare Book Cataloger, a position that had been vacant from March, 1979. The position of Bibliographic Assistant in Cataloging with Copy, which supports the Rare Book Cataloger, vacant from April, 1979, was filled in September. Unfortunately, the Bibliographic Assistant became ill in mid-November and did not return to work until mid-May 1980. On March 31, 1980 a BA/GA position was temporarily hired to attempt to recover some of the ground lost because of illness of the Bibliographic Assistant. In reviewing the past year's cataloging activities, one must note that the period from August through last October was occupied by the training of Mrs. Kruger in Columbia cataloging routines. The next several months were spent mainly on catalog editing problems, other old cataloging problems and on cataloging some early and rare materials. In February, after a period of eleven months, the first truck of books was sent down to cataloging for her attention. Normal cataloging routines, however, could not begin until trained bibliographic assistants were working. While the Bibliographic Assistant was not available to do searching, a concerted effort was made to clear up problem books that had accumulated in the cage in OMC. Once, however, the GA/BA was hired, the Rare Book Cataloger had to turn her attentions to training, revising and attending to the overflow produced by the GA/BA and BA. Unfortunately, the cataloger was not able to keep up with the overflow, and a backlog of searched materials developed. This is the second year that a searched backlog, kept in the Rare Book department, has developed from the overflow of the BAs. It is hoped that once the cataloger no longer needs to revise the BA and GA/BA this situation will not continue. However, we continue to be concerned, as we have in past years, that a pattern will develop in which the Rare Book Cataloger does not have adequate time to spend on the earliest and most valuable books while spending her entire time keeping up with the overflow from Bibliographic Assistants. We recognize that both last year and this year have had unusual staff problems. The severity of the staff problem of the past year is reflected in the table which follows.

BOOKS CATALOGED*

	Monographs	Serials	Total
1978-79	3,829	141	3,970
1979-80	1,127	444	1,571
	- 2,702	/ 303	- 2,399

*Does not include Columbiana and Papyrus and Epigraphy.

Preservation and Binding: The Columbia University bindery has made a substantial increase in its work for the department during the past year as exhibited in the table below. It is hoped that the production of board portfolios will continue at least at the present rate and that the number of special repairs will increase. The preservation of rare materials has diminished in numbers for the past four years, and it is hoped that funds can be found for the preservation needs of the department in order to keep up with the ever increasing costs of binding and restoration.

Restoration work on some of the posters in the Engel collection began this year under a one-year Title II-C grant from the U.S. Department of Education. So far, work has been completed on 200 posters. The work includes deacidification, cleaning, mounting on Japanese tissue, restoration and photographing. Approximately 1,000 posters will be treated in the project.

The decline in the number of gaylords used reflects the decline in the number of books cataloged and the increase in the number of items for which board portfolios have been made. The decline in the number of books lactated can be attributed to the lack of staff.

The temperature in the Rare Book Reading Room ranged from 60°F to 80° F during the year; temperatures fluctuated as much as 9° F in twenty-four hours. Both of these fugures far exceed the temperatures that Buildings and Grounds has promised to maintain. It should be added that the past year showed an improvement over previous years in temperature control, although much more monitoring is required by B & G in order to reach a satisfactory level of operation to ensure preservation of materials under optimal conditions.

Preservation and Binding

	1978-79	1979-80
Commercial Binding		
Rare Materials	134	93
Other Materials	32	79
Columbia University Bindery		
Special Repairs	0	56
Special Board Portfolios	55	160
Regular Portfolios	0	265
Pambinding	3	17
Rare Book Provessing		
Gaylords	1,546	702
Lactating and Oiling	88	0

Reference and Circulation: During the past year there were 3,480 reader visits and 12,191 books and 928 manuscripts circulated. The number of reader visits declined by 222 but the number of volumes circulated increased by 3,878. The increase in circulation per reader may be accounted for in part by the more than 400 titles requested for microfilming by Research Publications for their History of Photography Microfilm Collection. The total circulation to Research Publications approached 1,000 volumes due to the large number of volumes that had to be refilmed. This concentrated use of the collection put a severe strain on the department's ability to page and reshelve materials. The department continued its lecture program to English Department graduate students, School of Library Service students, and History Department seminars.

Manuscript Department

Bernard R. Crystal

Reference and Circulation Services. Use of manuscripts by researchers continues at the same rate as in past years. 1,450,34[illegible] manuscript items (excluding the Bakhmeteff Archive) were circulated in the Manuscript Reading Room as compared to 1,408,687 items in 1978/1979. Unlike recent years, however, use of the Reading Room was not evenly distributed throughout the year. Peak periods occurred in July and August when over 200,000 and 188,000 items, respectively, were used. Also the Reading Room was filled to capacity every day during the first two weeks of January. Use for the rest of the year as measured in terms of circulation averaged about 90,000 items per month. The use of oral history memoirs showed a significant increase this year. In the month of December nearly 1,700 volumes were used. The normal monthly use ranges between 150 to 300 volumes. The total number of memoirs circulated this year increased by almost 1,000 volumes, from last year's 3,205 to this year's 4,163. Total reader visits, including the Bakhmeteff Archive, remain virtually the same: 1,750 visits for this year compared with 1,712 visits last year.

Definite trends in research were noted during the past year with history, as expected, the leading subject area pursued, followed closely by economics, sociology and social work. The significant individual in history continues to be researched both by individual scholars and by the various publication projects. Literary studies, of course, continue to figure among researchers' topics, with Allen Ginsberg and his associates in the beat generation topping the list. The history of science and scientists have shown a rapid increase in use, ranging from studies of individual Columbia scientists to studies of the origins of medical education on the east coast, including Columbia's College of Physicians and Surgeons. The history of psychiatry also is in vogue with five scholars using the Otto Rank Papers simultaneously in August. Columbia's notable theatre resources are also mined regularly, particularly the papers of the architect and interior and set designer, Joseph Urban.

The number of photocopies made for over-the-counter and mail requests increased from 21,459 in 1978/1979, to 26,166 this year. Because of frequent breakdowns of the Savin copier and the unsatisfactory performance of a support staff member there were delays in servicing customers, as the staff member failed to pass probation leaving the position vacant for two months. During this period the Department's staff took turns operating the machine, keeping delays to customers at a minimum.

Bibliographical Control. The unsatisfactory performance of a support staff member and the subsequent vacancy in the CAII position mentioned above is reflected in the decline of the total number of manuscript items processed (excluding the Bakhmeteff Archive) from 965,760 items in 1978/1979 to 654,000 items this year. The total number of separate and distinct manuscript collections now stands at 926, an increase of 30 collections. The number of collections added each year tends to be a stable figure, ranging from 25 to 30 collections. The total number of manuscripts added by gift, purchase and transfer was 519,464 items increasing our total holdings(excluding the Bakhmeteff Archive) from 9,807,116 to 10,326,580 items. Cataloging of individual letters,

manuscripts and documents (excluding the Bakhmeteff Archive) increased from last year's 7,394 to this year's 9,321 items, indicating the richness of autographs found in our new as well as existing collections.

To accommodate the ever increasing number of collections and additions to existing collections received each year, we shifted and expanded collections beginning with the letters A and B on stack 14. Also all the oversized containers were shifted to stack 15. In the coming year we hope to further alleviate the shortage of space on stack 14, by removing additional oversized items shelved at the end of regular sized collections and transfer them into empty map case drawers freed by the transfer of the Rare Book Department's poster collection to new map cases installed on stack 15 last year. The Joseph Urban model stage sets that were stored in large cartons and bundles on stack 15 for many years were sorted, arranged, labeled and moved to a more spacious area of the stack where they will be more accessible. Since most of these models are collapsed it would be appropriate to seek a grant to renovate them as well as reprocess and restore the Urban sketches, drawings, blueprints and photographs. As noted in the first part of this report the Urban papers have been heavily used in the past year and there is every indication that they will continue to be used by scholars and theater designers. Another move to stack 15 began in May when Columbiana was notified that it would have to vacate the stack room in 209 Low Library. Working with Paul Palmer, the Assistant Librarian for Manuscripts, agreed to move all remaining University administrative and departmental archives housed in the Columbiana stacks to stack 15 of Butler Library. We believe that the University must establish a separate University Archives as recommended in the Booze, Hamilton and Allen report, and institute an archive and record management program to bring under bibliographical control the records produced at an institution of Columbia's size and importance.

Staff. Considering the staffing problem referred to above, the professional and support staff of the Manuscript Department has acted harmoniously and ably in having to suddenly adjust their work routines to cover duties normally carried out by the CA II position. The level and quality of reference, paging and photocopying services provided to our demanding clientel was maintained at all costs to the detriment of processing activities, and rightly so. We are first and foremost a service unit and intend to pursue excellence of service at all times.

The Bakhmeteff Archive

Stephen Corrsin

Bibliographic Control. In 1979-80 the organization and description of the holdings of the Archive continued as the main task of the curator. Collections with names from I through R were selectively processed, with a total of approximately 147,303 manuscript and other items; of these items 5,340 received full cataloging. Among the major collections that were organized in the past year were the papers of historian and sociologist Maksim Kovalevskii (1851-1916); populist Petr Lavrov (1823-1900); historian and liberal leader Pavel Miliukov (1859-1943); and writer Aleksei Remizov (1877-1957). The curator was aided by the Archive's general assistants--John Winslow (Jan. - Nov. 1979), Karol Klauder (June-Aug. 1979), Michael Naydan (from Sept. 1979), and Jane Nicklin (from Dec. 1979).

The Archive's biggest news of the year was the awarding of an $158,085 NEH grant to complete the organization and description of the Archive's collections and the preparation of a comprehensive repository guide. The proposal, prepared by the curator with the advice of Kenneth Lohf, Librarian for Rare Books and Manuscripts, will enable the library to hire for two and a half years a project archivist and a bibliographic assistant; the project will begin on or about September 1, 1980. While much will remain to be done after the completion of the grant period, the most ardous part of the task will have been completed.

Acquisitions. Approximately 11,500 items, including manuscript materials, photographs, and printed works, were added to the Archive's holdings by gift or bequest. A major new collection is the papers of Manfred Kridl (1882-1957), Polish literary historian and Mickiewicz Professor of Polish Studies at Columbia (gift of his daughter, Elizabeth K. Valkenier). Transferred from the International Affairs Library were photographs and manuscripts of the Hungarian Reference Library of the Library of Congress.

Additions to the existing collections included: manuscripts of Pavel Miliukov and files relating to his estate (gift of Alexander Elkin); letters of writer Ekaterina Kuskova-Prokopovich (1869-1958; gift of Alexander Elkin); manuscripts and photographs of Jacob Hoptner (1911-1974), scholar of Yugoslav history (gift of his widow); case files of lawyer Alexis Goldenweiser (1890-1979); papers of doctor and revolutionary Il'ia Kovarskii (1880-1962); gift of his daughter, Vera Kovarsky); documents of Maksim Kovalevskii (gift of his nephew, Maxim Kovalevsky, via Beatrice Stillman); documents, photographs, and related materials of Evgenii Polushkin (1880-1964), who taught engineering at Columbia in the 1920s (gift of Helen Wilga).

Reference and Circulation Services. In 1979-80, 42 readers used the Archive, consulting approximately 91,066 items. Comparative figures for July 1979-June 1980 were 30 readers and about 41,000 items. This increase was a result

of the fact that the Archive's collections are being made increasingly accessible. Readers came from England, Canada, France, West Germany, Denmark, Hungary, Switzerland, East Germany, and Yugoslavia as well as the United States; they included chiefly professors and graduate students, plus individuals from the Library of Congress, the U.S. Department of Justice, and the State Archives of Yugoslavia. Collections consulted by several readers included the papers of Grigorii Aleksinskii, Maksim Kovalevskii, Charles Crane, and Jaromir Smutny.

The curator prepared a brief description of the Archive which was published in the Winter 1979 issue of Columbia Librarian. In February 1980 he gave an overview of the Archive's holdings in a lecture at the Russian Institute. He also gave a talk at a seminar on Russian manuscripts given by the 1980 Russian Practicum.

Recent publications based on the Archive's holdings include: Manfred Hildermeier, Die Sozialrevolutionäre Partei Russlands (1978); Chloe Obolensky, The Russian Empire, 1855-1914: A Portrait in Photographs (1979); and Leonore Scheffler, "Zamjatins Konzeption vom zeitkritischen Schriftseller," Zeitschrift für slavische Philologie (1978).

Professor Marc Raeff, head of the Archive's Administrative Committee, has been instrumental in the Archive's acquisition of particularly the Miliukov, Kuskova-Prokopovich, and Polushkin additions, and has also advised the curator on the credentials of scholars visiting the Archive.

Columbiana Library

Paul R. Palmer

During most of 1979/80 the Columbiana Librarian continued to divide his time between processing the College Papers and Brander Matthews Dramatic materials in the mornings in Butler Library, while spending his afternoons, 1 to 5 p.m., in the Columbiana Library in Low Library. The Librarian has continued to give lectures and tours daily to Columbia students and visitors from nearly every state in the country, as well as to individuals and groups from many foreign countries. Several groups of Russian athletes and Soviet officials visited Columbiana at the time of the Winter Olympics in Lake Placid, and, on one occasion Soviet officials with the Olympic delegation presented the Librarian with two Russian medals, enameled on gold. Other visitors during the year included Raul Julia, a leading actor of Off-Broadway and Broadway productions, and Theodore Woolsey Johnson, Jr. and his grandaughter, direct descendants of Samuel Johnson and William Samuel Johnson, the College's first and third presidents. Most people come to Columbiana, however, to do serious research on Columbia alumni, scholars, and history for research papers, articles, and books. On the evening of February 21, 1980, the Librarian kept Columbiana and the King's College Room open until 10:00 p.m. at the special request of Professor Henrik H. Bendixen for a reception and dinner given by the Anesthesiology Department of the Medical School.

Collection development and maintenance: During the year, the Librarian added 43,600 clippings and pamphlets to the verticle files, and 1,620 photographs and prints, many from the files of the late Professor Dwight Miner. 767 books and 137 serials were also added. Many fine books, medals, and other momentos were added, some as gifts of outgoing President McGill and some as gifts of the new President, Michael I. Sovern.

Reference and Circulation Services: 1,724 readers visited the Columbiana Library in 1979/80, compared with 1,697 in 1978/79. This is the number of registered visitors, and does not include faculty members, administrative officers or university personnel who are not required to register to use the collection, nor does the figure include visitors who drop in to ask routine questions or who wish merely to look at the exhibitions on view. 1,761 reference questions were answered by the librarian, and 257 reference letters were written. These figures do not include the assistance given to such departments of the University as the offices of the President and Vice Presidents; the University Secretary's; or to reference librarians, deans' offices, the Office of Art Properties, the Alumni Office, and the Office of Public Information, all of whom make frequent inquiries and request data regarding the University and persons associated with it. The Librarian also gave substantial assistance to the editors and writers of campus publications such as Columbia, Columbia College Today, Spectator, The Columbian, etc., supplying them with both information and photographs and other graphic material. A number of departments at the University are celebrating anniversaries, and they requested help in finding facts and visual materials about their respective histories. The Librarian also provided material for the Theatre Arts Department's revival this spring of

FLY WITH ME, the Rogers and Hart musical, their first production as students at Columbia in 1921, which was held in Macmillan Theatre.

The Librarian assisted and advised a number of departments with the selection and loan of materials, printed and graphic, for use for various projects and displays. One of the most extensive projects, was the summer 1979 exhibition in Low Rotunda of Columbia Memorabilia (from 1754 to 1979), including rare books, early ceramics with King's College and Columbia motifs, and many other rare items of Columbiana memorabilia.

Library Operations and Administration: During the past year two extensive moves were made in the collection. In the summer of 1979, Columbiana, moved its storage collection from room 3-A in the basement of Low Library to a large storeroom, also in the basement of Low, next to the Rowing Tank Room of Columbia's crew. This involved sorting and arranging to adapt our material to the new shelving and cabinets. A similar, but more extensive move has been made during the spring and is continuing into the summer, due to the reassignment of the vault in Room 209 Low to the Administration. This has involved a complete reshelving, weeding and reordering of the entire collection. New shelving and new space has been allotted to the Collection on the north gallery of the fourth floor of Low, and the entire collection is being shifted, rearranged, sorted and put in order. The curator has had assistance from Messrs. Lohf, Crystal, and Ellenbogen in finishing this enormous task in the allottedtime schedule. During the year, the Librarian has remained on the Executive Board of the Theatre Arts Library Association, finishing up his second elected term to the Board, which usually meets monthly at Lincoln Center for the Performing Arts, the Shubert Archives, Harvard University, etc. The Ad Hoc Faculty Committees' readings for Faculty tenure appointments continue to be held on reserve in Columbiana. The Librarian has also begun to revise the entire catalog and shelf list to remove the errors which have accumulated over the years, and approximately one quarter of the catalog has been reviewed.

Future Projects. The Librarian will continue to refine the arrangements of the entire collection in the new locations. Additional space is to be allotted to Columbiana on the fourth floor east gallery during the next year, and it will require additional time and effort to continue to house the collection in a neat, logical order on these new shelves in new locations. The Librarian intends to continue his work correcting and revising the catalog and shelf list of the collection. A new exhibit case has been placed in the reading room, and the Librarian plans to put up frequent small exhibitions in this case during the coming year to replace exhibition space lost during the recent move. He is also helping the Curator of Art properties plan a Rotunda exhibition for the fall in honor of the installion of Michael I. Sovern as President of the University.

General Fund

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	15 $2,262.50	4 $832.51			photos. $100.00	$ 3,195.01
August	1 $ 85.00					$ 85.00
September	8 $ 324.15					$ 324.15
October	2 $ 96.50	1 $2,500.00	3 $1,750.00			$4,346.50
November	5 $320.00	-			1 $ 9.00	$ 329.00
December	3 $ 173.50		1 $175.00			$ 348.50
January	9 $1,909.85	1 $ 92.00	Arabian nights Cranford, Plath Sackville-West Fuller			$2,001.85
February	1 $ 32.50					$ 32.50
March	7 $4,558.50	2 $903.50			1 $16.50	$5,478.50
April	1 $ 10.00					$ 10.00
May	1 $ 7.00					$ 7.00
June						

App. $15,500 + $59 + 2,500 = $18,059

Duplicates

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October	1 $775.00	1 $2,500.00	1 $12,500.00			$15,775.00
November		1 $3,500.00				$ 3,500.00
December	1 $150.00					$ 150.00
January						—
Febraury						—
March						—
April	4 $ 205.00					$ 205.00
May	6 $1,475.00		2 $1,650.00			$3,125.00
June						—
	12 2,605.00	2 6,000.00	3 14,150.00			22,755.00

Balance in Fund 6/30/79: $3,237 + 31,047 (thru Dec 27)

Appraisals

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						
August						
September						
October						
November						
December				1 $1,450.00		$ 1,450.00
January						
February						
March						
April				1 $ 500.00		$ 500.00
May						
June						
				2 1,950.00		1,950.00

Appr. $1,950

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October						—
November		—				—
December				1 $ 50.00		$ 50.00
January		1 $76.13				$ 76.13
February						—
March						—
April						—
May						—
June						—
		1 76.13		1 50.00		126.13

Appr. $3,336 + $1,753

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July			1 Item $262.96			$ 262.96
August						—
September						—
October						—
November	4 Doyle, Dickens, Collins $ 450.00	-				$ 450.00
December						—
January						—
February						—
March						—
April						—
May						
June						
	4 450.00		1 262.96			712.96

App. #5 959

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	1 Waterlands $900.00	1 Smith $500.00				$ 1,400.00
August						—
September	4 $1,470.00	Chiera Mauvertuis Vivard				$ 1,470.00
October	1 $ 900.00					$ 900.00
November	2 $4,200.00					$ 4,200.00
December						—
January						—
February						—
March						—
April						—
May						
June						
	$ 7,470	$ 500.00				3770,00

Abb. $7,984

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						
August						
September	1 $265.00					$ 265.00
October						
November						
December						
January						
February						
March						
April						
May						
June						

Abb. #265

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	1 Binder $3,080.00					$ 3,080.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	3069.00					

Abb. $3,088 + $71

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	1 $750.00	1 $268.15				$ 1,018.15
August						—
September	2 $1,450.00					$ 1,450.00
October	1 $ 275.00					$ 275.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	4 2475.00	1 268.15				2743.15

Adv. $ 2,667

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	7 $8,185.00	1 $650.00				$ 8,835.00
August						—
September	3 $780.00					$ 780.00
October						—
November	1 $850.00					$ 850.00
December						—
January						—
February						—
March						—
April						—
May						—
June						
	11 $1,815.00	$650.00				

Abb. $10,384

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	6 Manufactured $860.00					$ 860.00
August						—
September			1 $950.00	Kent		$ 950.00
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	$860.00		$950.00			1,810.00

Friends Endowment

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	5 Beerbohm $3,950.00	2 Beerbohm $1,050.00				$ 5,000.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	5 3,950.00	2 1,050.00				5,000

Adj. $4970

1979/80	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	3 $1,130.00					$ 1,130.00
August						—
September	2 $ 550.00					$ 550.00
October						—
November	1 $ 350.00					$ 350.00
December						—
January						—
February						—
March						—
April						—
May						
June						
	6					

Abb. $1660 + $201.

BOOK FUNDS

July 1979

FUND	Books	Miss	et al
293	1) 150. (Aaron), 360. (Berryman) 9) £60., 29. (Bodleian), 300. (Bodwell) £265. £25., 150. (Carpenter), 50., 50., 45. 50., 45., 35., 35., 600. (Harwood), 11) 75. 34) 12.50 = £347.50	£40. = $131.46, $55 @ 1.854 = £29.65, = £217.51	9) 100. (photoc. [illegible] on poster) $317.01
533	19) 125., 140., 210., 145., 125., 45. (all [illegible]) = £760.00		
429		= $262.96, 9) £120. (Hornby)	Coll.
482	1) 900. (Valerian)	11) 500. (Gudin) =	$1400.00
484	1) 2,080. (Brown)		
497	1) 385. (Andrew), 1,250. (Andrew), 650. (Brown), 1,350. (Saxon), 450. (Garnier), 1,750. (Marcellus), 1,000. (Hartley) = $1855.00		= $5835.00
490	19) 750. (Raffalovich)	4) [illegible]	[illegible]
534	1) 900., 500., 1500., 200. (Carl Berthelsen) 650. (Drumheller) $3750.00	1) 300. (Bowles) 750. = $1050.00	[illegible] £1000.00
536	1) 150. (Carpenter), 30., 19,950. (Ireland) $11850.00		$26483.00 2.13 $12,660 Pennell

BOOK FUNDS

AUGUST 1979

Fund	Books	Mss	et al
293	20) 85.		

Book Funds

September 1971

Item	Banks	Mss	et al
	$5=$10AS (Dominion) $15. (Typo Graphics)		
	#20 (Typographic) £4.2 ($100.70) (Printing)		
	$15 (Stone) $7.50 (Spring)		
	12) 64.85		
502	$524.15		
497	£100 ($281.70) (Calbra) £120 ($262.70) (Lotus)		
	£120 ($262.70) (Dmatus)		
	$798.14		
	4) (illegible)		
	(4) 375. (Mimeograph)		
	175. (Stencil)		
503	195. (Chew)		
	$1,470.00		
499	$1040. (Zalis/MIC)		
	$1511.49		
533		$950 (illegible)	
536	$200 (Stencil) $350 (Stencil)		
	$550.50		
	$200 (Reprint)		
145			

BOOK FUNDS

October 1979

Fund	Books	Misc	at cost
243	20) 60.- 30) 16.50 = $ 96.50	1) Collier Snyder 450.- coll Simberg 550.- coll McClure 950. - coll 10) 2500. (Owen) - = $3510.00	$ = 17 ± 1.00 = 4,346.50
297	10) 77½ (Owen) - $ 15,774.00	10) 12,500. (Owen) - roll 19) 2500 (Owen) = $15,000.00	
482	17) 900. (Longfellow) -		
490	1) 87½ (Reed) -		

BOOK FUNDS

November 1979

fund	Books	Mss.	et al
203	1) 70., 55., 13) 25., 19) 150. (Barnett) 21) 40., = $320.00		26) 9. (photo - Maple) = $329.00
297		8) $3,500. Owen	
429	8) 125. (Boyle), 125. (Dickens + Carlson), 200. (Collins) = $450.00		
482	26) 3600. (Albumen - 195), 28) 600. (Villellius) xxx = $4200.00		
497	28) $850. (Villellius) xxx =		
536	6) 150. (Harrington)		
	xxx Villellius $1450 (497 850. + 482 600.)		

Book Funds
December 1979

Fund	Books	Miss	et al
293	5) 8.50, 4.75 13) 125. (Franklin) = 173.50	27) 175. (Wilcox) 9 Letters	$348.50
297	27) 150. Hunneker		
299			28) 1,450. Auertrack
425			28) 50. Auertrack

Book Funds
January 1980

£ = ca$2.30

Fund	Books	Mss	et al
425		6) £33.10 Milukov ~~= $76.15~~ = $75.50	
293	9) 85. (Mann) 200. (Andersen Nights) 17) 25., 200. (Cornford) 200. (Plath) 200. (Plath) 725. (Sackville-West) 23) ca$181.70 (Fryer) 29) ca$93.15 (Universal Review) = $1909.85	£40. Miscellaneous = $92 = $2001.85	

Book Funds
February 1960

Fund	Books	Mss	et al
393	29) 32.50 - Bk Club of CA		

Book Funds
March 1960

Fund	Books	Mrs.	et al
293	7) 35.20.20 (Stockton) Pritchard	5) $903.50 (Riley)	B. Scott
	11) 3600. (Alcestis Law) - Meyer		11) Views of Beekman St, $16.50 (Silver)
	750. (Verlaine) - Meyer		
	14) 126.50 (Berkeley) Heil		
	20) 7.13t Acct of (A) =		
	$4,558.50	+ 903.50 = $5,462.00	+ 16.50 = $5,478.50

Book Funds
April 1980

FUND	BOOKS	MSS	et al
293	17) 10.00		
297	30) 35., 75., 45., 50. =	205.00	
299			24) 500.00 Auerbach

Book Funds

May 1980

Fund	Corvalis	Miss et al
297	7) 20. 8) 116.	a) $800. (Corso cod.)
	9) 475. (Lucian) 200. (Macfall) 550. (Neale)	13) $850. (Jackson Coll.)
	12) £49.55 (Berlioz) (ca $1614.00) = 1361 + 114 $1475.	= $1650.00 114.00 = 3010.00 + 3124.00
293	12) 7.	

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1979 TO JUNE 30, 1980

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1979	Total Added	Total Withdrawn	Net Change	June 30, 1980
Humanities & History Division					
Browsing Room	3,981	--	--	--	3,981
Butler Library					
Central Stacks	1,409,640	25,635	3,526	22,109	1,431,749
Graphic Arts Collection	13,246	260	86	174	13,420
Instructional Library					
Burgess-Carpenter Library	140,297	3,571	1,973	1,598	141,895
College Library	53,743	87	323	(236)	53,507
Philosophy Library	13,563	107	396	(289)	13,274
Library Service Library	90,245	2,509	538	1,971	92,216
Music Library	52,485	906	869	37	52,522
Paterno Library	19,318	283	145	138	19,456
Reference Collection	35,546	1,586	668	918	36,464
TOTAL: HUMANITIES & HISTORY DIV.	1,832,064	34,962	8,524	26,420	1,858,484
Science & Engineering Division					
Biological Sciences Library	42,254	1,010	196	814	43,068
Chemistry Library	33,952	985	496	489	34,441
Computer Center Library	312	--	--	--	312
Engineering Library	172,213	2,924	2,987	(63)	172,150
Geology Library	77,963	569	434	135	78,098
Geoscience (Lamont) Library	18,986	621	129	492	19,478
Mathematics Library	24,522	759	620	139	24,661
Physics Library	22,953	906	646	260	23,213
Psychology Library	26,111	719	633	86	26,197
Science Library	72,752	897	1,847	(950)	71,802
TOTAL: SCIENCE & ENGINEERING DIV.	492,018	9,390	7,988	1,402	493,420
Social Science Division					
Business Library	321,128	5,209	1,438	3,771	324,899
Documents Service Center	31,331	12,193	4,941	7,252	38,583
Journalism Library	13,799	184	255	(71)	13,728
Lehman Library	159,672	8,839	215	8,624	168,296
Social Work Library	106,176	4,523	806	3,726	109,902
TOTAL: SOCIAL SCIENCES DIVISION	632,106	30,957	7,655	23,302	655,408
Distinctive Collections					
Avery Library	117,550	2,134	495	1,639	119,189
Fine Arts Library	67,693	1,643	210	1,433	69,126
Ware Library	6,750	641	38	603	7,353
East Asian Library	425,876	8,963	191	8,802	434,678
Health Sciences Library	352,147	7,850	576	7,274	359,421
Law and International Law Library					
Rare Book and Manuscript Library	378,022	2,361	5	2,356	380,378
Columbiana	18,537	904	0	904	19,441
TOTAL: DISTINCTIVE COLLECTIONS					
TOTAL CHANGE IN SIZE OF COLLECTIONS:					

BOOK ORDER FUNDS
1979-80 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
General 293	53 $9,779.50	8 $4,328.01	4 $1,925.00		2 $125.50	$16,158.01
Duplicates 297	12 $2,605.00	2 $6,000.00	3 $14,150.00			$22,755.00
Appraisals 299				2 $1,950.00		$ 1,950.00
Bakhmeteff 425		1 $ 76.13		1 $ 50.00		$ 126.13
Epstein 429	4 $ 450.00		1 $ 262.96			$ 712.96
Kevorkian 450						---
Smith 482	8 $7,470.00	1 $500.00				$ 7,970.00
Strassburger 483	1 $ 265.00					$ 265.00
Ulmann 484	1 $3,080.00					$ 3,080.00
Mixer 490	4 $2,475.00	1 $268.15				$ 2,743.15
Lodge 497	11 $9,815.00	1 $650.00				$10,465.00
Friends 533	6 $ 860.00		1 $ 950.00			$ 1,810.00
Friends End. 534	5 $3,950.00	2 $1,050.00				$ 5,000.00
Engel 536	6 $2,030.00					$ 2,030.00
TOTALS	111 $42,779.50	16 $12,872.29	9 $17,287.96	3 $2,000.00	2 $125.50	$75,065.25

BOOK ORDER FUNDS
1979-80 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
General 293	53 $9,779.50	8 $4,328.01	4 $1,925.00		2 $125.50	$16,158.01
Duplicates 297	12 $2,605.00	2 $6,000.00	3 $14,150.00			$22,755.00
Appraisals 299				2 $1,950.00		$ 1,950.00
Bakhmeteff 425		1 $ 76.13		1 $ 50.00		$ 126.13
Epstein 429	4 $ 450.00		1 $ 262.96			$ 712.96
Kevorkian 450						---
Smith 482	8 $7,470.00	1 $500.00				$ 7,970.00
Strassburger 483	1 $ 265.00					$ 265.00
Ulmann 484	1 $3,080.00					$ 3,080.00
Mixer 490	4 $2,475.00	1 $268.15				$ 2,743.15
Lodge 497	11 $9,815.00	1 $650.00				$10,465.00
Friends 533	6 $ 860.00		1 $ 950.00			$ 1,810.00
Friends End. 534	5 $3,950.00	2 $1,050.00				$ 5,000.00
Engel 536	6 $2,030.00					$ 2,030.00
TOTALS	111 $42,779.50	16 $12,872.29	9 $17,287.96	3 $2,000.00	2 $125.50	$75,065.25

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date July 9, 1980

To Group Directors, Division Chiefs, Library Heads

Subject Change in Size of Collections Statistics, July 1, 1979 - June 30, 1980

Attached you will find draft copies of Change in Size of Collection Statistics July 1, 1979 - June 30, 1980 for standard printed materials and microforms. If you have any comments or corrections please submit them to me no later than August 15.

Please note that these statistics are compiled from the Growth in Collection Statistics sheets supplied by the Cataloging department and the green Change in Size of Collection sheets supplied by unit librarians.

Thank you for your cooperation in this matter.

Diana Brown

Diana Brown

COLUMBIA UNIVERSITY LIBRARIES

DRAFT 7/9/80

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1979 - JUNE 30, 1980
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/80	Net Added	6/30/80	Net Added	6/30/80	Net Added	6/30/80	Net Added	6/30/80
Humanities & History Division										
Library Service Library	6	552	541	863	--	--	--	--	547	1,415
Microform Reading Room	1,395	85,024	4,278	148,157	--	59,776	278	314,583	5,951	607,540
Music Library	31	942	--	703	--	3,957	--	--	31	5,602
Paterno Library	--	--	--	--	--	--	--	--	--	--
TOTAL: HUMANITIES & HISTORY DIV.	1,432	86,518	4,819	157,493	--	63,733	278	314,583	6,529	614,557
Science & Engineering Division										
Biological Sciences Library	--	5	--	--	--	--	--	--	--	5
Chemistry Library	--	788	109	109	--	1,403	--	--	109	2,300
Computer Library	--	151	--	--	--	--	--	--	--	151
Engineering Library	1,178	5,418	68,479	821,743	--	63,282	--	--	69,657	890,443
Geology Library	--	3	15	15	--	--	--	--	15	18
Geoscience (Lamont) Library	--	445	52	733	--	5,152	--	--	52	6,330
Mathematics Library	--	140	114	114	--	--	--	--	114	254
Physics Library	--	31	1	1	--	316	--	--	1	348
Psychology Library	3	98	67	2,255	--	--	--	--	70	2,353
Science Library	--	111	--	--	--	--	--	--	--	111
TOTAL: SCIENCE & ENGINEERING DIV.	1,181	7,190	68,837	824,970	--	70,153	--	--	70,018	902,313
Social Science Division										
Business Library	245	3,726	43,874	123,215	--	43,122	--	--	44,119	170,063
Documents Service Center	66	1,009	24,648	133,025	--	--	--	194,485	24,714	328,519
Journalism Library	4	1,166	--	--	--	--	--	--	4	1,166
Lehman Library	518	12,094	55	78,788	--	1,235	--	--	573	93,117
Social Work Library	--	13	3,100	3,209	--	--	--	--	3,100	3,222
TOTAL: SOCIAL SCIENCE DIV.	833	19,008	71,677	338,237	--	44,357	--	--	72,510	596,087
Distinctive Collections										
Avery Library	28	177	--	1	--	--	--	--	28	178
Fine Arts Library	6	55	12	91	--	--	--	--	18	146
East Asian Library	118	8,868	--	4,935	--	--	--	--	118	13,758
Health Sciences Library	--	35	100	668	--	--	290	290	390	993
Law Library										
Rare Book & Manuscript Lib.	17	588	--	--	--	--	--	--	17	588
Columbiana	--	151	--	--	--	--	--	--	--	151
TOTAL: DISTINCTIVE COLLECTIONS										
TOTAL CHANGE IN SIZE OF COLLECTIONS:										

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date May 12, 1980

To Division and Department Heads (Distribution lists 1 and 2)

Subject Annual Reports for 1979/80

As you know, the annual report each unit prepares has proven many times to be valuable both as an historical record and as a planning aid. This year, Pat Battin is planning to write an annual report for submission to the Provost by September 1. It is essential therefore that your annual report be completed and sent in two copies to the Office of the University Librarian, Butler 316, no later than July 31.

You may use the structure below and a checklist narrative format if you wish. Where applicable, route one copy through the appropriate Division Head. Please note: in preparing your annual reports, please leave a left hand margin of at least half an inch to allow for binding. This is especially important on statistical tables, where in the past certain data has often been so close to the edge of the sheet that it has been obscured by the binding.

1. Summary of the Year's Work

This is the brief narrative record of the year's activities. It should summarize accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Reference, instructional, and data base services
- Catalog production, catalog maintenance, indexing, and bibliography preparation
- Circulation, reserves, and interlibrary loan
- Monograph and serial collection development, processing, and preservation
- Administration
- Staffing or training
- Physical environment
- Equipment

2. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The items listed in the Summary of the Year's Work or any other appropriate categories may be used to present these items.

3. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the annual report. We will coordinate the preparation of the annual circulation and change in size of collections reports separately, so these need not be included.

Sincerely yours,

Diana Brown

Diana Brown
Assistant to the University Librarian

Kenneth Lohf
801 Butler Library

Columbia University in the City of New York | *New York, N.Y. 10027*

VICE PRESIDENT AND
UNIVERSITY LIBRARIAN

535 West 114th Street

May 13, 1980

MEMORANDUM

To: Division and Department Heads (Distribution lists 1 and 2)

Subject: Annual Reports for 1979/80

This past year I was unable to write an annual report for the Libraries, because too many reports were submitted long after a reasonable deadline. I believe it is to our advantage in many ways to provide the University community with an annual summary of the Libraries' activities and vital statistics.

Therefore, I am asking each department head, Division Chief, and Group Director to submit your reports by September 15, at the very latest. It is possible that the reasons for delay in the past have involved a lack of understanding of the need for meeting the deadline or the inclusion of complicated statistical analyses or lengthy and detailed descriptions. If necessary, your reports can be submitted in outline form with more extensive documentation added at a later date, if it is unavailable by September 15. For those of you who depend on earlier submissions by members of your staff, please set those deadlines accordingly.

Thank you all for your cooperation and assistance.

Sincerely yours,

Pat

Patricia Battin

Kenneth Lohf
801 Butler Library

[1978/79]

Duplicates sold: 211 vols. Total amt rec'd: $32,762.

Total value of gifts: $469,559.
of which $199,391 is from Friends.

4,582 vols.; ~~664,130~~ 490,933 mss.; and 46 drawings, prints and etchings.

196 separate donations

~~1502~~ 1494 bhs cat.

Total since 1951: $3,108,745.